

अण्डमान तथा
Andaman And



निकोबार राजपत्र
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

सं. 186, पोर्ट ब्लेयर, सोमवार, 15 दिसम्बर, 2008

No. 186, Port Blair, Monday, December 15, 2008

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय/SECRETARIAT

ORDER NO. 4515

Port Blair, dated the 15th Decmber, 2008

While considering the WP No.027 of 2008:— Shajan T. Oommen Vs. Lt. Governor and Ors. alongwith WP No. 093 of 2008:— Government Employees Joint Action Coordination Committee & Another Vs Lt. Governor and Ors, the Hon'ble High Court issued the following directions vide judgement dated 24.11.2008.

"Since the writ petition filed by the Association has been held not maintainable, it is not entitled to any relief.

However, having regard to the facts that there has been a change in the circumstances in the sense that Oommen has now been absorbed in the Zilla Parishad giving him a status of permanency and that the said Recruitment Rules had been framed at a time when appointment on deputation was considered as the only method for filling up the post of Executive Engineer (Civil), and that the proposal of the Zilla Parishad is pending before the Lieutenant Governor and it is open and within his competence to change the rules relating to service and alter or amend or vary the qualifications (by addition/subtraction), eligibility criteria and other conditions of service including avenue of promotion from time to time as the administrative exigencies warrant, this court would direct the Lieutenant Governor to consider the Zilla Parishad's proposal for introduction of a promotional quota for filling up the post of Executive Engineer (Civil) in the Zilla Parishad keeping in mind the authorities of the Apex Court referred to above so as to save the recruitment rules from a charge of being violative of the constitutional provision as also to ensure equality of opportunity. A decision in this behalf according to law but uninfluenced by the stand taken in the counter affidavit of the respondents 1 to 3 shall be taken as early as possible but positively within six months from date of receipt of a copy of this order.

In the result, the writ petition filed by Oommen stand disposed of with the directions as above while the writ petition filed by the Association stands dismissed. Interim order passed earlier stands vacated."

2. In pursuance of the directions of the Hon'ble High Court, the proposal of Zilla Parishad, A & N Islands, (now South Andaman, Zilla Parishad) submitted on 27.12.2007 to amend

Recruitment Rules and to fill up 50% of post of Assistant Engineer, Executive Engineer and Superintending Engineer by deputation and the remaining 50% by promotion has been considered in depth.

3. At this stage it is necessary to recapitulate that the posts of Engineering Wing in the Zilla Parishad were originally created for Panchayati Raj Institutions (PRIs) by the Lt. Governor vide order dated 6th February 2001 in exercise of powers conferred under Delegation of Financial Powers Rules, 1978 read with relevant provisions of A & N Islands (Panchayat) Regulation 1994, Copy of the post creation order is at Annexure 'I'. The posts were to be funded from the plan scheme of A & N Administration and were Government posts for all purposes. These posts were provided to different tiers of PRIs. In pursuance of this order, three posts of Executive Engineer were made available to the Zilla Parishad. It is pertinent to note here that these posts were not created by the Zilla Parishad, but were created by the Administration for the PRIs and placed at the disposal of Zilla Parishad and other PRIs.

4. Pursuant to the creation of new Zilla Parishad for North and Middle Andaman District, certain posts created for the Zilla Parishad in 2001 have been transferred to Zilla Parishad, North and Middle Andaman District vide order dated 5th August 2008, which includes one post of Executive Engineer. Consequently Zilla Parishad, South Andaman now has two posts of Executive Engineer and Zilla Parishad, North and Middle Andaman has one post of Executive Engineer. Copy of post transfer order is at Annexure- "II". All these posts are under the administrative control of A & N Administration.

5. In January 2002, vide order dated 28.1.2002, certain activities of the Departments was transferred to the PRIs through activity Mapping (Annexure-III). In the last paragraph of the order dated 28.1.2002 it was mentioned that " Pay and allowances of the staff whose services are placed at the disposal of PRIs for the implementation of the scheme /programmes and functions shall continue to be drawn and paid by the respective departments as at present, until further orders."

6. Consequently, various departments placed staff at the disposal of PRIs without creation of posts and the staff continued to draw salary from the departments. In the absence of a clear laid down policy regarding creation of posts and transfer of staff to PRIs including Zilla Parishad, with different practices being adopted in different departments from time to time, a committee was constituted under the Chairmanship of CE (APWD) to study modalities for placing of staff with PRIs vide Order No. 1020 dated 19.3.2007. The Committee submitted its report on 5.5.2007 with the following observations/recommendations.

a) At present except APWD, the staffs of all other Departments such as Agriculture, Electricity, Industry, Fisheries etc. are on transfer to PRI as per the PRIs Regulation 1994 under section 157/4.

b) Since 2001 the Zilla Parishad created 40 Junior Engineers by reducing the strength of APWD vide Admn. Office Order number 560 dated 06.02.2001.

c) 11 Junior Engineers of APWD were appointed on deputation in Zilla Parishad as Assistant Engineer, 2 Assistant Engineers on Deputation were appointed as Executive Engineer and 1 Executive Engineer on deputation as Superintending Engineer.

d) As per the Admn. Office Order Number 06 dated 02.01.2006 the posts of 28 Junior Engineers, 09 Assistant Engineers, and 03 Executive Engineers of APWD were transferred on lateral entry to the same post in Zilla Parishad . The transferred Engineers are yet to be relieved .

e) During 2005 two of the APWD Junior Engineers who were on deputation were absorbed as Assistant Engineers in Zilla Parishad. Their services are still available as Junior Engineers in APWD.

7. The committee noted that at present Zilla Parishad is having three categories of Engineers posted under them viz;

- i) APWD Engineers on deputation to Zilla Parishad
- ii) Recruited Junior Engineers against the posts Transferred from APWD
- iii) APWD Engineers on transfer as lateral entry.

8. Keeping in view the Provisions of section 157(4) of the A & N Islands (Panchayat) Regulation 1994, the Committee was of the view that there should be a common cadre of Engineers for both APWD and Zilla Parishad and such engineers should be posted in Zilla Parishad in exercise of powers under Section 157(4) of the A & N Islands (Panchayat) Regulation 1994. The Committee further noted that existing engineers of Zilla Parishad recruited otherwise should be merged with APWD to have a uniform policy on transfer. Subsequently, a second committee was constituted vide order dated 16.1.2008 under the chairmanship of Secretary (Perl), but the Committee could not complete its work and did not submit any recommendations.

9. After considering the matter carefully, A & N Administration is of the view that the recommendations of the Committee under CE, APWD submitted vide report dated 5.5.2007 provide an appropriate framework for providing functionaries to PRI's in A & N Islands for the following reasons:

i) Given the small population and scattered topography of the A & N Islands, it is neither necessary nor desirable to proliferate separate cadres for similar functions at various levels in the Union Territory. Creation of separate Cadres for Zilla Parishad, South Andaman would generate similar demands for creation of separate cadre for Zilla Parishad, North & Middle Andaman and also for the Tribal Council at Car Nicobar, for which a separate Tribal council regulation is under Consideration. Demands could also arise for separate cadres for Panchayat Samities and even for Gram Panchayats. This proliferation of cadres would entail high overhead costs, reduces opportunity for mobility and career progression and make for inefficient and weak cadre management due to inadequate managerial capacity at various levels. Given the small population of A & N Islands as well as the small size of two Zilla Parishads, each having a population of little over one lakh, it would therefore, not be appropriate for both Zilla Parishads to have their separate cadres for various functions like Engineering, Agriculture, Rural Development, Fisheries, Animal Husbandry, etc. Zilla Parishads do not have adequate capacity to manage these cadres and such cadres are better controlled and managed by existing functional Departments which are better equipped to do so.

ii) Having common cadre under the functional Departments will have several advantages in terms of cadre management, mobility, career progression and interpretation and application of rules which would not be available at the level of PRIs. This problem has already arisen in the case of 40 Junior Engineers appointed under Zilla Parishad who have represented for mobility as well as promotional avenues which are not available to them within the Zilla Parishad system, at present.

iii) Besides administrative coordination, a common cadre controlled by the functional department will make for better technical supervision and coordination in respect of all

matters for which technical capacity is not available in Zilla Parishads and at other levels of PRIs. Implementation of development programmes would be hampered in the absence of technical supervisions and coordination, since higher level technical functionaries are not available with PRIs.

iv) Having common cadre under the functional Departments would provide much needed flexibility for PRIs to get rid of undesirable staff who develop vested interests through prolonged tenures. In the absence of a common cadre under the functional Department, Zilla Parishads and PRIs in general, could be saddled with undesirable staff on permanent basis thereby undermining the efficiency, integrity and effectiveness of PRIs.

v) Having common cadres under the control of the functional Departments would in no way undermine the authority, effectiveness and autonomy of Zilla Parishads and other PRIs since staff posted under the control of Zilla Parishad and other PRIs would remain under their administrative control during the period of posting. Salary of staff would be drawn from PRIs and not from the line department on the basis of grant-in-aid given to PRIs by the Administration. Zilla Parishads and other PRIs would have full administrative and managerial control over the staff who are posted under them. The power of writing ACRs would also be vested with Zilla Parishad and other PRIs at appropriate level.

10. Under these circumstances, considering the advantages of having common cadres under the control of functional Departments, without in any way undermining the autonomy and authority of PRIs, the A & N Administration is of the considered view that no separate cadres should be created under Zilla Parishad and other PRIs and there should be no direct recruitment or absorption of staff in Zilla Parishad and other PRIs on permanent basis. It has accordingly been decided as matter of policy that staff for Zilla Parishad as well as other tiers of PRIs will be provided only through common cadres controlled by the concerned functional Departments. The following orders are issued in pursuance of this decision:

a. Recruitment Rules for the post of Superintending Engineer and Executive Engineer in PRIs notified vide notification dated 14.7.2003 and for Junior Engineer, Draftsman/Surveyor in PRIs notified vide notification dated 24.9.2001 are rescinded with immediate effect.

b. All engineering posts created vide order dated 6.2.2001 shall stand merged with the common cadre under APWD and shall be filled up by the A & N Administration through posting of officials from APWD in exercise of Powers under section 157(4) of A & N Islands (Panchayat) Regulation, 1994.

c. All Junior Engineers, Draftsman/Surveyors appointed by Chief Executive Officer, Zilla Parishad against posts created by the Administration shall be merged with APWD and their seniority shall be fixed as per Government rules on the subject.

d. All other posts created for Zilla Parishad and other tiers of PRIs shall be merged with the common cadre under the concerned functional Department and filled with the approval of competent authority in exercise of powers under Section 157(4) of A&N Islands (Panchayat) Regulation, 1994. A decision will be taken separately in respect of posts for which no cadre exists in the functional Departments.

e. In view of the order of the Hon'ble High Court dated 24.11.2008, two posts of Assistant Engineer which are held by Shri Shajan T. Oommen and Shri BK Singh are excluded from the purview of these orders in so far as merger with the posts in APWD is concerned. These posts shall continue as isolated posts under the Zilla Parishad, South

Andaman and Zilla Parishad, North & Middle Andaman respectively, till further orders. Shri Shajan T. Oommen shall stand reverted as Assistant Engineer against the post in Zilla Parishad, South Andaman with immediate effect.

f. However, as a special case, Shri Shajan T. Oommen and Shri BK Singh shall be given the option to revert back to APWD in their substantive post with full protection of service benefits and seniority in case they wish to exercise this option. This option will have to be exercised within one week from the date of issue of this order. In the absence of exercising this option within the specified time frame, Shri Shajan T. Oommen and BK Singh shall continue as Assistant Engineer in Zilla Parishad, South Andaman and Zilla Parishad, North & Middle Andaman in two isolated posts. They will be entitled to higher pay scale as per ACP scheme which has been specifically framed by Govt. of India for providing career progression for such isolated posts, but will not be entitled to promotion against posts in the common cadre of APWD.

g. All posts which are now merged with the APWD and other cadres shall be filled as per RRs of the posts in the concerned functional Department.

11. In view of the decision not to have a separate Engineering cadre for Zilla Parishad and other PRIs in A & N Islands, and the decision to rescind Recruitment Rules already notified for Engineering posts for PRI (including Zilla Parishad) the question of providing promotion avenues for Engineering staff in Zilla Parishad does not arise. The proposal of Zilla Parishad, Andaman (now South Andaman) dated 27.12.2007 is disposed off accordingly.

12. This order shall come into force with immediate effect and shall supercede all earlier orders on the subject.

13. All concerned functional Departments are directed to issue consequential orders for providing manpower to Zilla Parishads as well as other tiers of PRIs expeditiously.

14. This order is issued with the approval of the Lt. Governor, A & N Islands in pursuance of directions contained in the Order of the Hon'ble High Court dated 24.11.2008 in WP No. 027/2008 and WP No. 093/2008.

Sd/-
(Tapan Mandal)
Secretary (Panchayat)
(F.No.3-2(136)/2008-RD)

ANNEXURE —I

ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

Port Blair, dated the 6th February, 2001

ORDER NO. 560

In exercise of the powers conferred by the Delegation of Financial Powers Rules, 1978 and in accordance with the relevant provisions containing in the Andaman and Nicobar Islands (Panchayats) Regulation, 1994 (No.1 of 1994) in respect of various posts to be provided to the Panchayati Raj Institutions to enable them to function as institutions of Self Government, Lieutenant Governor (Administrator), Andaman and Nicobar Islands has been pleased to accord sanction for creation of the following posts with immediate effect for a period of 1 year (i.e. upto 28th February 2002).

Sl. No.	Designation	No. of posts	Scale of pay	Head of A/C & Name of the Scheme
A. Strengthening of Administrative Branch :				
1.	Data Processing Assistant Gr. A	1	5500—9000	M.H.2515-101 Panchayati Raj, 05 00 01 Salaries (Plan).
2.	Higher Grade Clerk	1	4000—6000	
3.	Lower Grade Clerk	1	3050—4590	
4.	Stenographer	2	4000—6000	
5.	Messenger Rider	1	2550—3200	
6.	Peon	5	2550—3200	
7.	Daftry	1	2610—3540	

B. Strengthening of Engineering Wing :				
1.	Superintending Engineer	1	12000—16500	Our village our work enlisting of people co-operation in Panchayati Raj under sector Panchayat.
2.	Executive Engineer	3	10000—15200	
3.	Assistant Engineer	11	6500—10500	
4.	Junior Engineer	40	5000—8000	
5.	Draughtsman Gr. III/Surveyor	11	4000—6000	
6.	Office Superintendent	1	5500—9000	
7.	Head Clerk	3	5000—8000	
8.	Higher Grade Clerk	5	4000—6000	
9.	Lower Grade Clerk	5	3050—4590	

C. Planning Wing :				
1.	Planning Officer	1	6500—10500	M.H. 3451- Secretariat Economic Service, 00 102, District. Planning Machinery, 00 00 01 Salaries (Plan) District Planning Machinery under Sector Secretariat Economic Service.
2.	Assistant Planning Officer	2	5500—9000	
3.	Statistical Assistant	2	5000—8000	
4.	Lower Grade Clerk	1	3050—4590	
5.	Peon	2	2550—3200	

Creation of above posts is----- conditions:

(i) A composite manpower study of the APWD and Zilla Parishad Staff requirements in the Technical Wing would be carried out and based on their workload, staff strength in respect of each of them will be decided. Till this is carried out, additional staff will not be created for APWD.

(ii) In any case, to the extent technical staff is sanctioned for the PRIs strength of APWD shall get reduce (Over a period).

(iii) In the Technical Wing posts of Superintending Engineer, Executive Engineer and Assistant Engineer, will be filled up on deputation from the APWD and of the Statistical /Clerical Cadre from the Amalgamated Clerical Statistical Establishment of the Administration.

(iv) For the other posts, Recruitment Rules and mode of recruitment will be decided after examining the situation obtaining in 2/3 States.

(v) Scale of pay of the posts will be as per the norms/CCS (Revised pay) Rules, 1997.

(vi) Till the posts are filled up on regular basis arrangements can be made on contract or on daily rated basis, so that execution and supervision of works of PRIs do not suffer.

Sd/-

(Sasikala Viswanathan)
Assistant Secretary (Panchayats)
(F.No.6-24/2000-PR).

ANNEXURE-II

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
 सचिवालय /SECRETARIAT

ORDER NO. 2957

Port Blair, dated the 5th August, 2008

Consequent on creation of a new Zilla Parishad for North & Middle Andaman District and in pursuance of Hon'ble High Court's order dt. 15.10.07, the Lt. Governor, A & N Islands (Administrator) is pleased to transfer the following posts created by the A & N Administration for the PRIs vide orders mentioned against each from the strength of Zilla Parishad, South Andaman to Zilla Parishad, North & Middle Andaman with immediate effect.

S.No.	Name of post	Scale of pay	No. of posts	Post creation Order No. & Date
GROUP A				
1	Executive Engineer	Rs. 10,000-15,200	1	Order No. 560 dt. 06.02.01
GROUP B				
1	Planning Officer	Rs. 6500-10500	1	-do-
2	Assistant Engineer	Rs. 6500-10500	5	-do-
3	Junior Accounts Officer	Rs. 6500-10500	1	Order No.1190 dt. 31.03.99
4	Office Superintendent	Rs. 5500-9900	1	Order No. 560 dt. 06.02.01
5	Assistant Planning Officer	Rs. 5500-9900	1	-do-
	Total (Group B)		9	
GROUP C				
1	Statistical Assistant	Rs. 5000-8000	1	Order No. 560 dt. 06.02.01
2	Head Clerk	Rs. 5000-8000	1	-do-
3	Computer Asstt. Gr. 'A'	Rs. 4000-6000	1	-do-
4	H.G.C.	Rs. 4000-6000	4	-do-
5	L.G.C.	Rs. 3050-4590	7	-do-
6	Stenographer (Sr. Grade)	Rs. 5000-8000	1	-do-
7	Junior Engineer (Civil)	Rs. 5000-8000	19	-do-
8	Draughtsman	Rs. 4000-6000	1	-do-
9	Surveyor	Rs. 4000-6000	3	-do-
10	Driver	Rs. 3050-4590	1	Created prior to 95
	Total (Group C)		39	
GROUP D				
1	Peon	Rs. 2550-3200	3	Order No. 560 dt. 06.02.01
	Grand Total		52	

The cadre controlling authorities shall transfer/post employees in respect of their cadre posts as the case may be against the posts transferred to Zilla Parishad, Mayabunder.

By order and in the name of Lt. Governor

Sd/-
(Sashikala Viswanathan)
 Joint Secretary (RD/LSG)
 (No. 4-118(2)/2008-PR)

**ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT**

ORDER NO. 409

Port Blair, dated the 28th January, 2002

In exercise of the powers conferred under sections 30,125,165 of the Andaman and Nicobar Islands (Panchayats) Regulation, 1994 and in pursuance of Notifications No. 178, 179 and 180 all dated the 22nd Dec., 1995 the Lt. Governor (Administrator), Andaman and Nicobar Islands has been pleased to transfer the Activities of the departments of the administration among the three tiers of Panchayati Raj institutions to enable them to function as institutions of Self Government as specified in Schedules 1 to 5 annexed hereto.

The Departments concerned shall issue necessary orders transferring the functionaries, institutions and other assets to the respective PRIs before 31st January, 2002.

The Chief Executive Officer, Zilla Parishad, Executive Officer, Panchayat Samiti and Secretary, Gram Panchayat shall have the following control over the staff transferred to the PRIs:-

- a. Controlling Officer for tour diaries, attendance and annual reports.
- b. To call for reports/returns.
- c. Distribution of work in accordance with their qualification, experience and expertise and in keeping with the needs of work at the level of PRI.
- d. To recommend leave.
- e. Prescribe field duties, approve tour programme etc.
- f. Reporting on performance of the Staff to their authorities in respect of their performance of duties.

The Heads of Departments shall issue Govt. guidelines, manuals, instructions etc. governing the implementation of the transferred functions to the PRIs. They shall also transfer funds for the transferred functions to the respective PRIs in the form of grants-in-aid. For this the Departments shall propose creation of 3 Minor Heads of Accounts for PRIs (ZP, PS and GP) under respective functional heads of Accounts and keep necessary provisions as conveyed vide Finance Department letter No.1-1/2002 (2002-03)-Fin dated 4.1.2002. As for the current year, the expenditure for the execution of transferred functions shall be incurred by the respective Departments. Pay and allowances of the staff whose services are being placed at the disposal of PRIs for the implementation of the schemes, programmes and the functions shall continued to be drawn and paid by the respective departments as at present, until further orders.

Sd/-
(Sanjiv Kumar)
Secretary (Panchayat)
(F.No.3-5/2001-PR.)

SCHEDULE — 1**ACTIVITY MAPPING AMONG THE THREE TIERS OF PRIs IN A & N ISLANDS****AGRICULTURE DEPARTMENT**

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
I. Increasing Agricultural production / Horticulture production/ vegetable production	i) To develop necessary agricultural infrastructure. ii) To prepare comprehensive crop plan. iii) To develop and maintain data base for cropping pattern, land use and inputs use for planning. iv) To maintain inventory of technological options. v) To propagate adoption of new technologies. vi) To organize Kisan Melas, Fairs and Exhibitions. vii) To arrange awards to best progressive farmers. viii) To protect bio-diversity and promote profitable crop technologies.	i) To help in crop yield estimation through maintaining link with various agencies and GPs/farmers. ii) To advise suitable cropping system based on location specific characteristics. iii) To assist DP in organizing Farmers fairs, Kisan Mela, etc. iv) To organize on-farm verification trials and demonstration of new technologies. v) Reporting and initiating action plan for different items. vi) To coordinate activities of field level extension workers and officials. vii) To act as a link between DP and GPs for transfer of knowledge and technologies.	i) Estimation of crop yield and maintain data base. ii) To assist in preparation of crop plan. iii) To assist in advising farmers about remunerative crop activities and crop diversification. iv) To assist in identifying progressive farmers for adoption and diffusion of new technologies. v) To help in providing custom hiring services for plant protection equipment and farm implements. vi) To generate awareness in use of organic vermiculture, etc.
2. Assessment and Distribution of Inputs.	i) To prepare consolidated plan for input requirement. ii) To acquire and arrange distribution of inputs in time. iii) To improve adequate storage facilities for inputs iv) To monitor distribution of quality inputs	i) Assessing inputs needs for GPs and forwarding consolidated request to DPs. ii) Ensuring timely availability of required inputs to GPs. iii) Arranging storage and transport facilities for inputs. iv) Close monitoring of inputs delivery system.	i) To assist in assessing needs of various inputs such as seeds, fertilizers, pesticides. ii) To assist in timely distribution of adequate inputs to farmers.
3. Extension support.	i) To maintain linkage with research and training organizations and agriculture department. ii) To ensure regular visit of extension staff and to help in dissemination of new technologies. iii) To ensure regular training of extension officials for updating their knowledge of advancements in technologies.	i) To monitor the visit of extension workers to the village farms. ii) To prepare plan for visit of extension workers and monitor their work. iii) To advise and identify extension officials for training. iv) To assist scientists in identifying in local problems for designing their research work relevant to local needs. iv) Ensuring better linkages between farmers and extension staff.	i) Identifying suitable plots for conducting trials and demonstration. ii) Selecting farmers for participating in Kisan Melas and training.

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
4. Soil Testing	i) To coordinate Soil testing work	i) To coordinate soil testing work. ii) To help in identifying locations for soil testing work. iii) To help farmers for improvement of soil fertility as per the soil testing results.	i) To assist technical experts in conducting soil tests. ii) To help in ensuring feed back from soil testing to farmers. iii) Selection of beneficiaries for relief of Natural calamities and undertaking distribution of assistance.
5. Post Harvest management	i) To establish and improve storage facilities. ii) To develop marketing infrastructure at suitable locations. iii) Monitoring regulated marketing. iv) To control private traders from exploiting farmers. v) To ensure correct weights and measures. vi) Supervision of crop insurance facility.	i) Maintenance of godowns. ii) To organize Market Committees and maintain market yards. iii) Regular market charges and ensure correct weights and measures. iv) Ensuring quick sale of products and payment to the farmers.	i) To help in organizing farmers for group sale in bulk. ii) To assist in increasing awareness about better storage facilities for seeds and food grains.
6. Risk Management	i) To assess losses due to natural calamities and formulate rehabilitation plan. ii) To monitor and supervise relief operations. iii) To arrange crop insurance schemes and coordination among insurance agencies. iv) Preparation of contingency Agriculture Plan	i) To estimate crop losses and report of action. ii) To monitor relief operations. iii) To help in identifying farmers for crop insurance schemes. iv) To assist in providing benefits from crop insurance schemes.	i) Reporting of losses due to natural calamities and rehabilitation requirements. ii) To supervise relief operations and distribution of material. iii) To motivate farmers for taking crop insurance schemes. iv) To assist in the implementation of contingency plan.
7. Soil Conservation	i) Preparation of District plan for soil and water conservation projects. Desegregation of this plan into IP level, GP level or even lower level operable units. ii) Harmonization of the plan with other employment generating as well as area development plans.	i) Coordination with the professional officials soil conservation machinery and giving assistance in its work. ii) Inter GP coordination for smoothly, carrying out operations like creation of water channels cutting across GP boundaries and so forth.	i) Assistance to the professional/ official machinery for soil conservation work specially in helping group action by land owners/users involved. ii) Direct assistance in implementation, e.g. organizing owner labour as part of contribution of the cose of operations.

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
	<p>iii) Distribution of subsidies and other assistance according to the determined scale and priorities.</p> <p>iv) Overall supervision of the work in the entire district periodic monitoring and evaluation.</p> <p>v) Coordination with various agencies of the DP as well as the district administration who will either participate in or whose work will impinge upon the implementation of the plan.</p>	<p>iii) Periodic monitoring of the work done by or at the level of GP.</p>	<p>iii) Post conservation vigilance to ensure that work done is not undone once again.</p> <p>iv) Creation of public opinion in favour of use of soil only in consonance with its properties, gradients etc.</p>
8. Development MI delivery term, drainge term, water harvesting and her management	<p>i) Formulation of MI Projects.</p> <p>ii) Technical appraisal of MI projects (outside IPs).</p> <p>iii) Execution of MI Projects (outside IP and GP plan).</p> <p>iv) Assigning projects to IP and GP.</p> <p>v) Development of drainage system in water logged areas.</p> <p>vi) Sanctioning projects for percolation on tanks, check dams and land leveling.</p> <p>vii) Supervision, monitoring and review of the progress and quality of works by the subject committee.</p> <p>viii) Coordination between various departments/agencies funding for MI projects.</p>	<p>i) Formulation of MI Projects.</p> <p>ii) Technical appraisal of MI projects proposed in IP Plan.</p> <p>iii) Execution of MI Projects included in IP Plan.</p> <p>iv) Execution of MI Projects assigned by DP.</p> <p>v) Construction of percolation tanks and check dams (outside GP plan).</p> <p>vi) Selection of beneficiaries under various programmes for MI projects, sanctioning subsidy and arranging bank loan.</p> <p>vii) Supervision, monitoring and review of the progress, and quality of works by the subject committee.</p> <p>viii) Coordination between various line departments/agencies funding for MI projects.</p> <p>ix) Submitting returns and progress reports to DP.</p>	<p>i) To assist in formulation of MI projects and approval by Gram Sabha.</p> <p>ii) Identification of location/spot for the project.</p> <p>iii) Executive Community MI Projects.</p> <p>iv) Executing MI Projects assigned by DP and IP.</p> <p>v) Construction of percolation tanks and check dams including the projects assigned by the DP and IP.</p> <p>vi) Enforcing inter-well distance (well density) as per the prescribed norms.</p> <p>vii) Identification of beneficiaries under various programmes for MI projects through Gram Sabha.</p> <p>viii) Supervision, Monitoring and review of the progress quality of work and submitting returns and progress reports to IP.</p>
9. Water Management	<p>i) Propagating modern water management/delivery methods.</p>	<p>i) Guidance and motivating people for modern methods of irrigation, on farm development and proper maintenance of field channels.</p>	<p>i) Identification of beneficiaries through Gram Sabha for subsidized sprinkler and drip Irrigation system.</p>

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
	ii) Propagating use of sprinkler and drip Irrigation in drought prone/water scarce area. iii) Encourage formation of Pani Panchayats in GPs. iv) Encourage on farm development for optimum utilization of water.	ii) Selection of beneficiaries for subsidized sprinklers drip irrigation equipment and delivery system and supplying them, including providing technical guidance to the beneficiaries. iii) Organizing farm demonstration for modern water management techniques.	ii) Constituting Pani Panchayats for proper utilization of water including use for drinking purposes. iii) Encouraging farmers for on-farm development and development of field channels/delivery system for proper utilization of water.
10. Watershed development.	i) identification, selection and approval for watershed development projects. ii) Promoting watershed development approach in all areas for better management of natural resources and environment development. iii) Coordination between various agencies/departments implementing watershed projects such of agriculture, Forestry. iv) Sanctioning and disbursement of funds for execution of watershed projects to the IP/GP. v) Supervision, Monitoring and review of the progress and quality of works vi) Control and supervision of Watershed covering more than one Intermediate Panchayats.	i) Preparing watershed project. ii) Organizing people to form work committee. iii) To form a team of technical staff to assist Gram Panchayat in the Implementation of watershed projects. v) Integrating various beneficiaries oriented and areas development oriented schemes to harmonise with the watershed projects. vi) Monitoring, supervision and reporting progress. vii) Control and supervision of Watershed covering more than one Gram Panchayats.	i) Participate in Planning and Implementation of watershed projects. ii) Approval for land/water use plan for watershed development through Gram Sabha. iii) Selection of beneficiaries and providing assistance to them for executing individual works under watershed. iv) To assist in constituting user/ beneficiary committee in the watershed for their direct participation in the execution of the project. v) Maintenance of the community assets created under watershed project. vi) To Transferring of land and other common properties for development and productive use under watershed development project. vii) Supervising and monitoring quality of works. viii) Control and supervision of Watershed project within a Gram Panchayat.

SCHEDULE — 2**FISHERIES DEPARTMENT**

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
1. Inland Fisheries	i) Formulating of projects for fisheries development. ii) Technical appraisal of the Projects for development of inland water bodies for fisheries and approval to the projects. iii) Establishment of new fish seed production farms. iv) Arranging training of the fishermen in modern management techniques for fish production. v) Procurement and supply of boats/ nets and other tools for distribution among fishermen's cooperatives and the selected beneficiaries. vi) Monitoring and supervision of the plan implementation of the activities under PRIs.	i) Executive of the fish pond/ tank improvement projects. ii) Selection of fishermen for training. iii) Organizing fishermen's cooperatives. iv) Distribution of boats, nets tools and other assistance to the cooperatives and the selected beneficiaries. v) Monitoring, supervision and reporting progress of activities undertaken by PRIs.	i) Development of village pond for fisheries. ii) Leasing village pond to fisheries cooperative/ groups. iii) Identification of beneficiaries for assistance under various programmes and assistance in organizing fishermen's cooperatives. iv) Assistance to IP in the distribution of boats, nets and other materials. v) Supervision and reporting progress to IP.
2. Development of Marine fisheries.	i) Procurement and supply of motorized/ modern boats and equipments to the selected group of beneficiaries and cooperatives. ii) Development of brackish water fisheries. iii) Enforcing environmental restrictions on marine aquaculture / brackish fish production activities on private companies will be jointly implemented by the ZP and Fisheries Department. iv) Installing early warning system for marine fishermen.	i) Allotment of sites for marine aquaculture/ brackish water fishing after identification by the Fisheries Department. ii) Organising fishermen's cooperatives. iii) Distribution of boats and equipments to the selected beneficiaries and cooperatives. iv) Reporting the impact of marine aquaculture on environment to fisheries department of ZP.	i) Assistance in organizing fishermen's cooperatives. ii) Distribution of boats and equipments to the beneficiaries. iii) Creating awareness for and adopting safety measures during rough weather. iv) Reporting the impact of Marine aquaculture on village environment and initiating control measures as well as reporting to IP/DP.

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
Development of marketing Processing infrastructure	i) Encouraging private entrepreneurs to establish processing packaging and storage facilities. ii) Assistance in establishing other marketing infrastructure .	i) Organizing Training of Fishermen in processing Packaging and preservation of fish and fish products. ii) Developing tag-up arrangements between fishermen and the processing units.	i) Establishing, marketing/ processing infrastructure.
4. Welfare Measures	i) Promoting group Insurance scheme for the fishermen. ii) Sanctioning relief to the affected families during natural calamities.	i) Implementation of family insurance/Group Insurance scheme for fishermen. ii) Distribution of relief to the families affected by natural calamity	i) Encouraging fishermen to family insurance schemes. ii) Assessment of loss/ damage and relief requirement to the families affected by the calamity. iii) Selection of beneficiaries affected by natural calamity.

SCHEDULE — 3**APWD**

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
1. Development of water supply system	i) Formulation of major water supply schemes. ii) Technical appraisal and approval to the schemes proposed by the IPs and GPs. iii) Awarding contracts for the execution of major schemes (outside the IPs and GPs plans) iv) Establishment of water testing laboratories and control of chemical and biogenic impurities, training etc.	i) Identification and prioritization of villages for drinking water schemes and locating sites/spot sources. ii) Formulating projects and seeking technical approval from DP. iii) Construction of schemes within the prescribed cost limits for IP. iv) Collection of water sample and getting it tested at laboratories and supply of materials for water treatment.	i) Identifying schemes and locations estimating cost and formulating projects through the involvement of Gram Sabha. ii) Construction of wells, tanks and village water supply schemes of its own and/or assigned by the DP/IP. iii) Periodic chlorination of open wells/water treatment and ensuring proper distribution of water to all households in the villages.
2. Monitoring Rural water supply schemes.	i) Monitoring and supervision of the progress, quality of work and target achievement.	i) Monitoring and supervision of progress and quality of works.	i) Reporting progress, monitoring the schemes implementation.
3. Development of network and accessibility, rural roads, culverts and bridges.	i) Survey, technical feasibility, road alignment, and formulation of road development projects. ii) Approval, allocation and sanction of funds of roads covering more than one block including district roads. iii) To assist in acquiring land, assessment and of grant of compensation. iv) Awarding contracts, procurement of material/ equipment for construction of roads and bridges. v) Monitoring the specifications of road/ bridges and supervision of the quality of works. vi) To construct District roads /bridges.	i) To Identify villages as per MNP norms inaccessible by all weather road and formulate projects for construction of link roads (connection more than one DP). ii) Survey, technical feasibility, approval, allocation and sanction of funds. iii) Acquiring land, assessment and grant of compensation. iv) Construction of roads covering more than one Gram panchayat. v) Providing technical assistance for road construction projects proposed by GPs. vi) Monitoring the specifications of road/ bridges and supervision of the quality of works and reporting progress to the DP.	i) To assist in formulating road construction projects and obtaining approval through Gram Sabha. ii) Seeking technical advice/ feasibility/approval from IP (engineers), allocation and sanction of funds beyond the limit of sanctioning powers. iii) Construction of village link roads and village lanes through works committees and using village labour (without contractors). iv) Monitoring and supervision of quality of works through work committee and reporting progress to IP. v) Construction of culverts through work committee and using skilled labour.

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
4. Improvement and maintenance of the existing rural roads, culverts and bridges.	i) Conducting Traffic volume survey and identifying road sections which need improvement in capacity. ii) Conversion of ordinary District roads into black-topped road. iii) Carrying annual repair and maintenance of roads, culverts and bridges. iv) Approval, allocation and sanction of funds for all types of improvement and annual maintenance work and awarding contracts. v) Monitoring and supervision of the quality of works.	i) Conversion of ordinary Intermediate panchayat roads into black topped roads. ii) Annual repairs and maintenance of roads, culverts and bridges. iii) Approval, allocation and sanction of funds for improvement and maintenance of IP roads. iv) Monitoring and supervision of the quality of works and reporting progress.	i) Assessing costs of improvement, repair and annual maintenance of village roads. ii) Raising funds (Government sources, own sources and donations) with the help of Gram Sabha. iii) Executing the work through work Committee.

SCHEDULE — 4**RURAL DEVELOPMENT**

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
1. Planning and implementation of Poverty Alleviation programmes	<p>i) Scrutiny and consolidation of IP plans for Poverty Alleviation Programmes and approval and allocation of funds.</p> <p>ii) Release of funds to banks for subsidy adjustment.</p> <p>iii) Coordination with other departments/agencies.</p> <p>iv) Development of training infrastructure.</p> <p>v) Allocation of funds for training and stipend for trainees.</p> <p>vi) Formulation of credit plans through Banks.</p> <p>vii) Procurement and supply of quality assets/ machinery/ equipments for beneficiary schemes.</p> <p>viii) Developing marketing infrastructure / marketings net work/ tag up arrangements for the DWCRA products.</p> <p>ix) Prepare plan for poverty alleviation programmes at district level.</p> <p>x) Assist in extending technical assistance for planning at Village Panchayat and Intermediate Panchayat level.</p> <p>xi) To supervise and review implementation of different Poverty Alleviation Programmes.</p> <p>xii) To supervise and review Development of Women and Children in Rural Areas.</p>	<p>i) To assist the Village Panchayats in providing technical and managerial assistance for implementation of schemes.</p> <p>ii) Implementation of the schemes entrusted to Panchayat Samities.</p> <p>iii) Collection and distribution of data regarding development and management at the district level.</p> <p>iv) Assist in the evaluation of schemes.</p> <p>v) Preparation of plan at the block level under Swarnjayanti Swarozgar Yojana for filling up gap in technological tie-up training, strengthening infrastructure and market facilities. Also assist village panchayats in organizing Self-help Group and implementing cluster strategies.</p> <p>vi) To review the plans prepared by the Village Panchayats and accord technical approval and assistance.</p> <p>vii) To draw action plans and get the technical approval and fund allocation under Land Development Scheme.</p> <p>viii) Panchayat Samities can implement the schemes with the help of Village Panchayats and integrate other programmes with the Poverty Alleviation schemes.</p> <p>ix) To assist in supervision of works under district Decentralized Plan and to furnish particulars to the District panchayats.</p>	<p>i) Identification of beneficiaries under Swarnjayanti Swarozgar Yojana and other individual beneficiary oriented schemes.</p> <p>ii) Implementation of Jawahar Gram Samridhi Yojana (JGSY) and other employment generation programmes entrusted to the Village Panchayats.</p> <p>iii) In case of individual beneficiaries oriented Poverty Alleviation programmes like "Swarnjayanti Swarozgar Yojana" beneficiaries will be selected by Village Panchayat and arrange for assistance after approval of gram Sabha.</p> <p>iv) To inform the IP and DP & the concerned district level officers about the misuse of assets, gram and loan by the beneficiaries.</p> <p>v) To utilise the entire allocation under "Jawahar Gram Samridhi Yojana" for the development of infrastructure in the village panchayat.</p> <p>vi) To assist IP for the distribution of identity cards under employment assurance Scheme and put up information boards about all the works taken up under Employment Assurance scheme.</p>

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
	<p>xiii) Decentralized planning may be arranged by the District Panchayat in active cooperation of Intermediate and District Planning Committee.</p> <p>xiv) To review and supervision of schemes implemented under the grants recommended by the Central Finance Commission for local bodies.</p> <p>xv) To review implementation of Rural Sanitation and Water Supply scheme.</p> <p>xvi) To implement and supervise Employment Assurance Schemes.</p> <p>xvii) To review Central Rural Sanitation Programme.</p>	<p>x) Planning and implementation of infrastructure development by the rural local bodies.</p> <p>xi) Planning and implementation of integrated Rural Sanitation and Water Supply Schemes.</p>	<p>vii) Assisting the Panchayat Samiti in preparation of Plans for land development schemes.</p> <p>viii) Assisting for the finalization of schemes/works under Decentralized District Plan at district level.</p> <p>ix) Identification of eligible beneficiaries under Samagra Awaas Yojana.</p> <p>x) To ensure proper utilization of funds of Central Finance Commission by the local bodies for which funds allocated.</p> <p>xi) Identification of beneficiaries under Central Rural Sanitation Programme and provision of Drinking Water schemes.</p>
2. Wage Employment Programmes.	<p>i) Preparing shelf of projects DP wise and desegregation it into IPs and GPs – wise.</p> <p>ii) Formulating projects (outside IP/GP Plans)</p> <p>iii) Assigning projects to IPs, GPs, NGOs and various other agencies / departments for execution.</p> <p>iv) Approval sanctions and release of funds to IPs and GPs and other organizations for the execution of DP projects.</p> <p>v) To release of fruits to IPs and GPs as per prescribed norms.</p>	<p>i) Formulating projects with IP funds.</p> <p>ii) Scrutinizing and technical approval of GPs Projects.</p> <p>iii) Procurement and supply of material for projects.</p> <p>iv) Technical Assistance to GPs for executing projects.</p> <p>v) Execution of projects (outside GPs plans).</p> <p>vi) Inspection of muster rolls, quality of works and assets created, and mandays generated by projects executed by IP and GPs.</p> <p>vii) Submitting quarterly returns and utilization certificates to DP.</p>	<p>i) To Assist in identification of labourers in the village(s) requiring wage employment through Gram Sabha, listing them and providing employment cards to the beneficiaries.</p> <p>ii) Formulating projects and approval through Gram Sabha and seeking technical approval from IP.</p> <p>iii) Constituting works committee for execution of the works/ projects.</p> <p>iv) To ensure employment to all the villages.</p>

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
	vi) Provision of funds for maintenance of the assets created under JGSY/EAS etc. vii) Inspection of muster rolls and reporting to the PS, quality of works and wage material ratio as per the guideline viii) Monitoring and supervision of the progress of the programmes. ix) Submitting quarterly returns and utilization certificates to Gol and State Government for release of next instalments.		v) Distribution of projects/works as per guidelines. vi) Monitoring and supervision of quality of works, assets created mandays generated.
NOTE:- The above functions of all new schemes for poverty alleviation and wage employment programmes formulated by the Government will be handled by respective PRIs			

SCHEDULE — 5**ELECTRICITY DEPARTMENT**

Activity	Distribution of Functions		
	Zilla Parishad	Panchayat Samiti	Gram Panchayat
1. Rural Electrification	—	Maintenance of street light in villages.	—
